

2.2 INTRODUCTION TO CENTER LIFE

PURPOSE

- P1. To welcome new students and assist them in acclimating to center life.
- P2. To acquaint new students with center systems, benefits, rules, and procedures to enable them to participate successfully in the program.

REQUIREMENTS

R1. Activities

Centers shall provide new students with an introduction to center life that includes:

- a. Activities designed to make them feel welcome and safe upon arrival.
- b. Experiences and information that will lead to an understanding of the opportunities and benefits available and the program's expectations of Job Corps students to include the following:
 - 1. Job Corps' Mission
 - 2. The Career Development Services System
 - 3. The center's basic schedule of training and activities
 - 4. Assessment testing
 - 5. Student progress evaluation
 - 6. Student rights and responsibilities
 - (a) Conduct standards and expectations
 - (b) Equal opportunity, civil/legal rights, sexual harassment policies
 - 7. Student government and leadership programs
 - 8. Student benefits
 - (a) Pay and allotments
 - (b) Accountability, leave and absence policies

- (c) Support services (e.g., food services, mail, telephone, voting rights and access to religious services)
 - 9. Center and community life
 - (a) Dormitory life
 - (b) Independent living skills development
 - (c) Recreation/leisure time activities
 - (d) Information about the local community
 - 10. Health and wellness services (including the Trainee Employee Assistance Program and Disability Program)
 - 11. Safety and security (including water safety)
 - c. An introduction to diversity to acquaint new students with the diversity represented on the center and in the community.
- R2. A variety of opportunities for new students to meet and interact with:
- a. Center managers
 - b. Career development/transition managers and/or specialists
 - c. Counselors
 - d. Staff representatives from all major program and support areas
 - e. Student leaders

R3. Student Handbook

Centers shall develop and distribute to all students a student handbook which accurately reflects current center benefits, policies and procedures in the areas included in Section 2.2, R1.b above, at a minimum.

QUALITY INDICATOR(S)

- Q1. Students report feeling welcome upon arrival.
- Q2. Students can describe center expectations, systems, benefits and services available to them through Job Corps.
- Q3. Students are acquainted with staff and know who to ask for assistance with their needs.
- Q4. Students' needs for assistance with personal issues are appropriately identified and addressed.